

**Highwood Public Library Board of Trustees Monthly Meeting
September 15, 2014**

Present—Trustees: Lucy Hospodarsky, Nora Loreda, Catherine Regalado, Elizabeth Van Arsdale; John Mitchell, Director

Absent - Bertha Chavez, Laurie Lenzini

Ms. Chavez arrived at 7:55 pm for voting quorum.

Ms. Hospodarsky called the meeting to order at 7:03 pm.

Public Comments

The suggestion box comments were reviewed:

- Coat hook/paper towels/sanitizer solution request for bathrooms was noted.
- A patron had problems accessing library catalog online. A trustee has also experienced this - maybe Piper Mountain can help solve.
- Request for computer for teens in back who want to work—director noted that 10 computers are available for teen use and rare that all 10 are used at same time. School Chromebooks could be used with wireless anywhere in the library.
- Video games/Gamers allowed: policy against single person shooter games stands.
- Internet connection complaint: director/tech consultant not aware of issues.
- Return of donations/tip jar was requested. Ms. Chavez or Ms. Loreda will respond.
- Email box: LACONI workshop to children’s librarians, bilingual book recommendation – director to follow up

President’s Report

- Ms. Hospodarsky reported on her discussion with City staff regarding the city’s new quarterly newsletter. Library will have space in future newsletters. Next quarter’s content is due Nov 20.
- Library will keep 5 color copies of newsletter available and replenished at front desk for people who don’t have computers.
- Ms. Hospodarsky and the director will meet the new city manager.

Secretary’s Report

Ms. Hospodarsky moved to approve meeting minutes from August 18, 2014. Ms. Van Arsdale seconded and the motion passed unanimously.

Communication

- President received letter from City regarding reimbursement of medical expenses for director Health Reimbursement Account. City is asking to go back to 2012 for actual costs for 2012 and 2013. President will communicate to City Treasurer that library was never notified of this arrangement and this was not budgeted for.
- Highwood Historical Society was sent a thank you note for having tours of Oak Terrace children come through the library.

Treasurer’s Report

Ms. Loreda and Mr. Mitchell reviewed the August financials and September invoices.

- IMET statements have been posted, and there has been more interest income so far this FY than all last year, so a good decision.
- Recoding items: Coding on North Shore Sanitary will be changed to Utilities. May need to be changed for previous months. Food expense for children's program categorized in Programming Supplies or Per Capita Programming. Per Capita Materials should be same as 52000 Library Materials. Food expense for staff meeting should be Staff Development. Program costs should go in 53100 Programming. Travel reimbursement related to moving donated furniture should be moved to under furniture expense. Seminar/training travel will remain in Travel Reimbursement.
- Workman's Comp was always there but insurance bill from city now splits out.
- Director will analyze the copier income and expense and overage charges for color and B/W copies for next meeting.

Ms. Hospodarsky moved to approve the September 2014 invoices presented. Ms. Van Arsdale seconded and the motion carried unanimously.

Review of 2014 FY Financials is tabled so Finance Committee can meet and review it first, along with written report from city's audit.

Librarian's Report

The director highlighted some items in provided report:

- Autism Foundation will use the library during Pumpkin Festival – space will be set up. Library will need to staff for 4 extra hours beyond regular hours.
- ACT classes will be re-evaluated in new year because volunteers were not available.
- November 13 will be a program on Italian Women in Chicago. Local Modenese Society and Italian-Women's Prosperity groups would be interested. This book should be added to collection.
- Capacity concerns on meeting room will be resolved before advertising next children's movie night. Registration would be required.
- Canine and tutoring programs will start again. Canine program requires phone reminders to sign-ups.
- Rug in children's room will be shampooed.
- Some graffiti was found on benches outside– city is cleaning. Police have been called for patron disruptions.
- Director shared a rough draft schematic of main room layout with a suggestion to use carpet tile in an L shape in heavily traveled area instead of entire space. Some fine-tuning and getting to scale is needed; board will revisit concept. Reference section still needs to be placed, may be merged into rest of collection.

Committee Reports

Renovations Committee

Committee met with FWC Architects and decided to go forward. FWC will do architectural drawings/blueprints for quoted cost, and other work as needed on a hourly billed rate. Mechanical specs would be an additional fee. FWC anticipates starting mid November with project to take 2-4 months. Plumber should be called out to scope situation in East Building. Committee recommends to move forward with FWC.

Ms. Van Arsdale will contact other firms to relay decision. Board wants to apply for Live and Learn grant again. Board needs to meet to determine bathroom preference based on architect feedback– existing, just make ADA, or move plumbing to have more bathrooms.

Old Business

- Board reviewed director's draft of Per Capita Grant application, discussed, and made some suggestions. Director will circulate final draft to board. Note that currently ILL is turned off for this library, though it's a goal to have collection records accurate enough to turn on soon.
- The board reviewed the current Collection Development Policy and Chapter 7 of the Standards to comply with Per Capita requirements. The director and technology consultant reviewed The Edge workbook and recommend developing the Technology Plan, adding computer training resources, and doing more to engage the community.
- Highwood Historical Society president contacted President Hospodarsky to discuss East Building renovation plans and HHS space needs and requests. Board president will meet with her but library space is not available for anything beyond some display cases.

New Business

- The board conducted a semi-annual review of closed executive session minutes. Ms. Regalado moved to retain closed status of existing closed executive session minutes. Ms. Van Arsdale seconded and the motion carried unanimously.
- Bicycles are not supposed to be left at the front entrance. Staff have been asking patrons to move bikes. The board discussed moving bike racks to front. At the same time front bushes could be removed, replaced with benches to allow patrons to 24 hour access to wireless internet. B&G committee will consider in spring.

Ms. Regalado moved and Ms. Hospodarsky seconded to adjourn.

Meeting adjourned at 10:00 pm.

Next board meeting will be October 20, 2014.